



**Administrative Offices
Recreation Division**

915 Menomonie Street, Eau Claire, WI 54703
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**Parks Maintenance Division
Forestry/Cemetery Division**

910 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-1693

2020

Dear Parents and Guardians of River City Adventures Participants,

Thank you for registering your child in the River City Adventures (RCA) program. This letter is meant to provide you with basic information about the program and let you know what to expect.

Program Outcomes and Objectives

The River City Adventures program participants will improve physical fitness through activity, build lasting friendships, and learn skills for problem solving and conflict resolution in a safe and fun environment.

Absences

It is not necessary to report single day absences. Please let a Program Leader know if your child will be absent for several days for staffing purposes.

Attendance

Daily attendance is kept for Eau Claire Parks & Recreation records. It is not mandatory for your child to attend each day. River City Adventures is a come-and-go program. Please let the Program Leaders know if your child has permission to walk or bike home prior to 4:00pm. If your child does not have permission to leave the site prior to 4:00pm, please communicate that with the Program Leaders.

Attire

Participants will spend most of the program time outside if weather allows. Please dress your child appropriately for weather conditions. It is recommended children come with a hat and sneakers. A light jacket is recommended on cooler days. It will be noted on the weekly calendar if sites will be having a water day and what children should bring.

Be Safe, Be Responsible, Be Respectful

It is a goal of RCA to provide your child with a fun and safe environment. Each site will review RCA Expectations the first week of the program with the children. **Please reference the RCA Expectations Information letter for more specifics.**

Contact Information

It is very important we have accurate and current home and emergency contact information for each participant. If parent or emergency contact information changes, please contact the Park and Rec office at 715-839-5032 or update on your personal Max Galaxy account.

Inclement Weather

In the event of severe weather, the RCA Program Planner and Recreation Program Supervisor will make the decision to cancel/close RCA if conditions are unsafe for the participants and staff. Program leaders will contact parents/guardians or emergency contacts to pick up their child. Cancellations and early closings will also be included on the Eau Claire Parks and Recreation Cancellation Hotline: (715) 839-2913.

Late Pick Ups

We ask that you be observant of your pick up time and arrive before the dismissal time. Our staff also has other responsibilities and families they need to attend to, so please be respectful by being punctual. Any parent that arrives late in picking up their child will receive one warning. After one warning, you will be charged for staff time. If you are going to be late, please notify the Eau Claire Parks & Recreation office at (715) 839-5032. They will communicate with the Program Leaders. **Eau Claire Parks & Recreation employees are not allowed to transport your child.**

Learning Goal

Each day we will **explore a learning goal** as it relates to the weekly theme. We also expand on the learning goal in three ways: **Open discussion and sharing, physical activity, and art projects.**

Lunch and Snack

Children are welcome to bring a sack lunch and snack each day. Lunch will be at 12:00-12:30pm and snack will be 2:45-3:00pm. Those who do not bring a lunch or snack will be allowed free time. **Please note:** RCA does not provide lunch or snack. Refrigeration is also not available. Please see the included **Free Summer Food Resources** flyer for summer dining and meal opportunities.

Medication and Illness

We do not dispense medication. Please make other arrangements if your child needs medication between 12:00-4:00pm. Ill children are defined as those who are exhibiting: vomiting, diarrhea, fever over 100 degrees or inability to participate in programs. Parents/guardians will be asked to pick up their child if they are experiencing these symptoms or behaviors and not allowed back until the symptoms are no longer present for 24 hours. This is for the health and welfare of all participants, staff, and your child.

Personal Property

Eau Claire Parks, Recreation, & Forestry are not responsible for lost, damaged, or stolen items. Please leave valuable items at home and do not send any electronics. RCA program leaders will keep your child engaged in fun and active activities. Bikes, scooters, rollerblades, rip sticks, etc. may be brought and used during free time in the designated areas.

Program Leaders

Each site is staffed with two (2) qualified and trained program leaders from 12:00-4:00pm. There will be times a different program leader will be at your child's site due to covering staff vacations. The program leaders look forward to getting to know your child and family.

Registration

All RCA participants must be registered prior to attending. Registrations **are not accepted** on site. Register at the Eau Claire Parks and Recreation Administrative office, 915 Menomonie Street, 8am-5pm Monday-Friday or online at www.eauclairewi.gov/pr

RCA Program Space

The RCA program will be held at an Eau Claire Parks, Recreation, and Forestry park shelter or in a Eau Claire Area School District elementary gym. All locations have access to playgrounds, green space, and indoor restrooms. Participants will be expected to remain in the RCA program space during the program time.

Sunscreen

Eau Claire Parks & Recreation cannot provide sunscreen for participants. If you request your child wear sunscreen while in our care, please provide a bottle of sunscreen **clearly labeled** with your **child's first and last name**. Children should arrive already having sunscreen applied. Staff will remind the children to reapply mid-afternoon. We ask that children be taught how to properly apply sunscreen. Staff will assist as necessary. The Center for Disease Control recommends that children wear a minimum of 15 SPF sunscreen.

Water

All participants should have a labeled water bottle. The facilities have drinking fountains or spigots to refill bottles as needed. Remind your child of the importance of staying hydrated.

Weekly Calendars

Weekly calendars will be provided each week that will highlight the weekly theme, learning goals, and activities. They will be emailed the Friday before the upcoming week. They will also be available on the Eau Claire Parks, Recreation, and Forestry website at www.eauclairewi.gov/rca

We look forward to an exciting and successful summer at River City Adventures!!
Please do not hesitate to contact us if you have any questions or concerns.

Julie Booth

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